



---

Special Attention of:

**Transmittal** for Handbook No: 2225.6 REV-1  
CHG -61

Headquarters Records Management Liaison Officers  
Field Office Records Management Liaison Officers

Issued: December 15, 2005

---

1. This transmits Change 61 of Handbook 2225.6, REV-1, HUD Records Disposition Schedules, Schedule 68, Office of Real Estate Settlement Procedures Act (RESPA) and Interstate Land Sales Registration Records.

2. **Summary:**

The Department of Housing and Urban Development (HUD) is updating Housing's paper record schedules. The proposed new items will provide descriptions and disposition instructions for the new items being added to the Housing record schedules. These descriptions of records and disposition instructions were approved by National Archives and Records Administration on November 21, 2005, NARA Job N1-207-05-1.

3. **Filing Instructions:**

**Remove:**

Appendix 68, CHG-18  
page 1, 2, and 3 dated 5/96

**Insert:**

Appendix 68, CHG-61  
page 1, 2, 3, 4, and 5 dated 12/05

**RECORDS DISPOSITION SCHEDULE 68 – OFFICE OF REAL ESTATE  
SETTLEMENT PROCEDURES ACT (RESPA) AND INTERSTATE LAND  
SALES REGISTRATION RECORDS**

This Schedule covers all records of the Interstate Land Sales Registration Program maintained or created in HUD Headquarters.

| <b>Item<br/>No.</b> | <b>Description of Records</b>   | <b>Disposition</b>  |
|---------------------|---|---|
| 1.                  | <b>Main Filing Case Files.</b> Consist of the Statement of Record (filing), Property Report, amendments, and Exemption Filing. All correspondence, documentation, exhibits, Subpoenas, notice of hearings, public complaints concerning specific subdivisions, and related material pertaining to a developer's filing of land offered for sale or lease pursuant to the Interstate Land Sales Full Disclosure Act. |   |
|                     | a. Hard copies (not microfilmed)  | <b>Temporary.</b> Destroy after verifiable conversion to electronic format. (NARA Job N1-207-96-3, item 1a)   |
|                     | b. Microfilm copies.  | <b>Temporary.</b> Destroy after verifiable conversion to electronic format. (NARA Job N1-207-96-3, item 1b)   |
|                     | c. Electronic copies (record copy).   | <b>Temporary.</b> Destroy seven years after projects registration has become inactive and all Administration proceedings has been resolved. (NARA Job N1-207-96-3, item 1c) |

**RECORDS DISPOSITION SCHEDULE 68 – OFFICE OF REAL ESTATE  
SETTLEMENT PROCEDURES ACT (RESPA) AND INTERSTATE LAND  
SALES REGISTRATION RECORDS**

| <b>Item<br/>No.</b> | <b>Description of Records</b>  | <b>Disposition</b>  |
|---------------------|--|---|
| 2.                  | <b>Enforcement Case Files</b> contain supportive documentation for administrative proceedings against developers for violation of the Interstate Land Sales Full Disclosure Act. |   |
|                     | a. Hard copies (not microfilmed).  | <b>Temporary.</b> Destroy after verifiable conversion to electronic format. (NARA Job N1-207-05-1, item 2a.)  |
|                     | b. Microfilm copies.   | <b>Temporary.</b> Destroy after verifiable conversion to electronic format. (NARA Job N1-207-05-1, item 2b.)  |
|                     | c. Electronic copies. (record copy)  | <b>Temporary.</b> Destroy seven years after projects' registration has become inactive and all judicial proceedings has been resolved. (NARA Job N1-207-05-1, item 2c.) |

**RECORDS DISPOSITION SCHEDULE 68 – OFFICE OF REAL  
ESTATE SETTLEMENT PROCEDURES ACT (RESPA) AND  
INTERSTATE LAND SALES REGISTRATION RECORDS**

| <b>Item<br/>No.</b> | <b>Description of Records</b>  | <b>Disposition</b>   |
|---------------------|--|--|
| 3.                  | <b>Investigatory Case Files</b> contain supporting documentation for judicial proceedings against developers for violation of the Interstate Land Sales Full Disclosure Act. |  |
|                     | a. Hard copies (not microfilmed).  | <b>Temporary.</b> Destroy seven years after project's registration has become inactive and all judicial proceedings resolved. (NARA Job N1-207-05-1, item 3a.)         |
|                     | b. Microfilm copies.   | <b>Temporary.</b> Destroy after verifiable conversion to electronic format. (NARA Job N1-207-05-1, item 3b.)   |
|                     | c. Electronic copies. (record copy)  | <b>Temporary.</b> Destroy seven years after projects registration has become inactive and all judicial proceedings has been resolved. (NARA Job N1-207-05-1, item 3c.) |
| 4.                  | Copies of receipts of funds received from developers and others, such as Office of Interstate Land Sales Registration (OILSR) Form No. 1.                                    | <b>Temporary.</b> Destroy when three years old. (GRS 6, item 4)  |

**RECORDS DISPOSITION SCHEDULE 68 – OFFICE OF REAL  
ESTATE SETTLEMENT PROCEDURES ACT (RESPA) AND  
INTERSTATE LAND SALES REGISTRATION RECORDS**

| <b>Item<br/>No.</b> | <b>Description of Records</b>   | <b>Disposition</b>  |
|---------------------|---|---|
| 5.                  | Record copies of documents relating to the development of legislative proposals, regulations, internal office operating procedures and studies, and delegations of authority.   | <b>Temporary.</b> Destroy when three years old. (NARA Job NC1-207-96-3, item 7.)  |
| 6.                  | General Correspondence File. Consists of incoming general inquiries, general complaints and requests for property reports from the public and the outgoing replies.             | <b>Temporary.</b> Break file annually. Destroy when two years old. (NARA Job NC1-207-78-10, item 12)                    |
| 7.                  | General Administrative or Housekeeping Files (such as budget and personnel). Consists of reference copies.  | <b>Temporary.</b> Destroy when superseded or no longer needed for reference purposes. (NARA Job NC1-207-78-10, item 13) |
| 8.                  | Technical Reference File. Nonrecord copies of laws, regulations, directives, delegations of authority, policy statements, publications and related material used for reference. | <b>Temporary.</b> Destroy when superseded or no longer needed for reference purposes. (NARA Job NC1-207-78-10, item 14) |
| 9.                  | Record copies of speeches by program officials.   | <b>Temporary.</b> Destroy when three years old. (NARA Job NC1-207-78-10, item 15)                                       |

**RECORDS DISPOSITION SCHEDULE 68 – OFFICE OF REAL ESTATE  
SETTLEMENT PROCEDURES ACT (RESPA) AND INTERSTATE LAND  
SALES REGISTRATION RECORDS**

| <b>Item<br/>No.</b> | <b>Description of Records</b>   | <b>Disposition</b>   |
|---------------------|---|--|
| 10.                 | <b>Electronic Mail and Word Processing System Copies.</b> Electronic copies of Records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. |  |
|                     | a. <b>Copies that have no further administrative value after the recordkeeping copy is made.</b> Includes copies maintained by individuals in personal directories, on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.   | <b>Temporary.</b> Destroy/delete within 180 days after the recordkeeping copy has been produced. |
|                     | b. <b>Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</b>   | <b>Temporary.</b> Destroy/delete when dissemination, revision, or updating is completed.         |